



Michael O. Leavitt  
Governor

Robin Arnold-  
Williams  
Executive Director

Duane Betournay  
Director

# State of Utah

## DEPARTMENT OF HUMAN SERVICES OFFICE OF PUBLIC GUARDIAN

120 North 200 West, #329  
Salt Lake City, Utah 84103  
(801) 538-8255  
(801) 538-8243 (Fax)

an equal opportunity employer

October 20, 2004

Dear Director:

**Subject: Office of Public Guardian – Training – 2005 Class Schedule**

The Utah State Office of Public Guardian (OPG) provides classroom training on basic guardianship services; and on the roles and responsibilities of the Office of Public Guardian. Classroom courses currently scheduled and training reservation information are listed.

- January 2005 to June 2005 Classes
- Training Reservations
- EXTRA! EXTRA! EXTRA! On-site Training Classes

**The following will be held at the Utah Department of Human Services, Room 129. Please call (801) 538-4309 or email to [psanchez@utah.gov](mailto:psanchez@utah.gov) to make reservations for training.**

### January 2005 to June 2005 Classes

- January 10 – Basics of Guardianship – 8:30 a.m. – 12 noon
- January 10 – Roles and Responsibilities of the OPG-1:30 p.m.-4 p.m.
- February 7 – Basics of Guardianship –8:30 a.m. – 12 noon
- February 7 – Roles and responsibilities of the OPG-1:30 p.m. – 4 p.m.
- March 7 - Basics of Guardianship – 8:30 a.m. – 12 noon
- March 7 - Roles and Responsibilities of the OPG – 1:30 p.m. – 4 p.m.
- April 11 - Basics of Guardianship – 8:30 a.m. – 12 noon
- April 11 - Roles and Responsibilities – 1:30 p.m. – 4 p.m.
- May 16 - Basics of Guardianship – 8:30 a.m. – 12 noon
- May 16 - Roles and Responsibilities - 1:30 p.m. – 4 p.m.
- June 27 - Basics of Guardianship – 8:30 a.m. – 12 noon
- June 27 - Roles and Responsibilities – 1:30 p.m. – 4:00 p.m.

### January 2005 to June 2005 Classes

- Classes scheduled may be subject to change.

## **OPG Training Reservations**

To make reservations for training or to add your name to the waiting list for classes offered this month, call (801) 538-4309 or email [psanchez@utah.gov](mailto:psanchez@utah.gov) with name, address, telephone number, fax number and email address. If you make reservations and find that you cannot attend, please notify us as soon as possible.

Contacting us at least **24 hours** before the class to cancel your reservation gives us the ability to make your seat available to someone else. This helps ensure that everyone has an opportunity to receive the training they need to perform their jobs or to obtain necessary information.

**EXTRA ! EXTRA ! EXTRA ! The Office of Public Guardian will also bring these classes right into your organization.**

You pick the time that's most convenient for you, and we'll do the rest. A standard class will begin at 9:00 a.m. and will end at 4:00 on the day of the class or at the time that works for your agency. To schedule a class at your organization please call (801) 538-4309 or email [psanchez@utah.gov](mailto:psanchez@utah.gov).

Sincerely,

Pattijean Sanchez, MSW  
Deputy Public Guardian